



ED 398 Secondary Practicum Information for Cooperating Teachers and ED 398 Students

COURSE GOAL:

To prepare for and demonstrate readiness for Student Teaching.

EXPECTATIONS OF STUDENTS

A) Spend 60 hours in school at field placement. Divide hours over a minimum of 10 weeks.

1. Observe and assist in the classroom.
2. Successfully teach at least two lessons, including one before the date assigned in the syllabus. One will be observed by your cooperating teacher and the other by your university supervisor. (On your own initiative, you may arrange to teach additional lessons observed by your cooperating teacher. Conversely, additional lessons may be required by the university supervisor to demonstrate readiness for student teaching.)
3. Observe three teachers (for at least one class period each) in addition to the cooperating teacher.
4. Keep the regular schedule as set with the cooperating teacher. Give advanced notification of any unavoidable deviations from the schedule.
5. Maintain professional conduct, including contingency planning, initiating communication as needed, and problem solving, as well as full protection of information acquired about students, children, families, and school personnel.

B) Attend all on-campus seminars.

1. If an absence is unavoidable, contact the Instructor, Teresa Shume.
2. Students absent three or more times will not receive credit for ED 398 .

C) Successfully complete assignments.

1. Turn in assignments, including the ones pre-selected by the Instructor.
2. Earn a minimum average score of check mark (equivalent to 4 on 5.)

SUGGESTIONS FOR PARTICIPATION IN THE CLASSROOM

(beyond teaching 2 or more lessons)

1. Take attendance
2. Small group or one-on-one tutoring
3. Assist students with class work
4. Assist students with technology
5. Accompany students to computer lab, library, etc
7. Help students study for tests
8. Assist with group activities
9. Assist students with lab experiences
10. Assist students with editing
11. Listen to rehearsals of oral presentations to give suggestions
12. Facilitate small group discussions
13. Correct assignments
14. Prepare/distribute supplies for next class/lesson
15. Attend a parent/teacher conference
16. Teach an entire unit.

ROLE OF THE COOPERATING TEACHER

1. Provide opportunities for MSUM student to assist in the classroom and teach at least two lessons. The lessons may be assigned by the cooperating teacher from within the curriculum, but **the practicum student must plan the lesson**. Lesson plans are required and must be approved by the cooperating teacher before being taught.
2. Provide feedback to the MSUM student for the lesson(s) taught. (Not required when the University Supervisor is present.) Please use the feedback form distributed by the University Supervisor or available at: <<http://www.mnstate.edu/edhuman/ED398.cfm>>
3. Complete an on-line assessment of the MSUM student's dispositions.
4. Complete an on-line assessment of the MSUM student's performance at the end of the semester. Share the evaluation with the student.

ROLE OF THE SEMINAR INSTRUCTOR:

1. Facilitate on-campus seminars for MSUM students.
2. Provide feedback on assignments.
3. Ensure professionalism of students.
4. Assign grades.

Teresa Shume
(287-4972)

ROLE OF PLACEMENT COORDINATOR/UNIVERSITY SUPERVISOR:

1. Arrange field placements for students. (233-9130)
2. Make two contacts with the cooperating teacher during the semester.
3. Observe at least one of the lessons taught by MSUM students and provide feedback.
4. Serve as contact person for cooperating teacher and practicum student.
5. Ensure professionalism of students.
6. Collate and review final evaluations.